



Discipline Review

TO BETTER UNDERSTAND THE STATE REQUIREMENTS IN REGARDS TO
DISCIPLINARY CODES AND SANCTIONS

Initial Report Entry

- The Initial Date & Time will be automatically entered by the system.
- The major thing to be aware of is the Log Type. Discipline and Discipline-ExtraInfo are two separate categories as one is reported to the state and the other is not.
- Discipline is the correct type to put in when initially reporting an event and sanction.

****If the above occurs, you would go into one of the log entries and change the log type from saying "Discipline" to say "Discipline-ExtraInfo".****

New Log Entry

Grade: 10 Student ID: State ID: DOB: School: CHS Facility: 156121
HR: ELL: N SPED: N IS: 00 LDC: E CT: OC: Counselor: House: Team: Resp Admin: Gender: M

Date & Time	<input type="text" value="03/10/2022"/>	<input type="text" value="10:38 AM"/>
Author	<input type="text"/>	
Log Type	<input type="text" value="Discipline"/>	
Subtype (optional for discipline)	<input type="text"/>	Log Type should always be under Discipline.
Subject	<input type="text"/>	
Description	<input type="text"/>	
Motivation - Only Use for Discipline	<input type="text" value="Please Select"/>	
Bullying Related Incident?	<input type="text" value="Please Select"/>	
Action Date (MM/DD/YYYY)	<input type="text" value="03/10/2022"/>	
Action Taken	<input type="text" value="Please Select"/>	
Action Taken End Date (MM/DD/YYYY)	<input type="text"/>	
Category	<input type="text"/>	

❖ Discipline-ExtraInfo is for instances where an incident report was filled out twice for the same student causing a duplicate within the system.

Examples of Duplicate Information

Red Highlight = Duplicate Information

B	C	D	E	F	G	H	I	J	K	L
STUDENT_NUMBER	LASTFIRST	DOB	ENTRY_DATE	ENTRY_AUTHOR	SUBJECT	INCIDENT_NUMBER	DATE_OF_OFFENSE	INCIDENT_TIME	BULLYING	INCIDENT_TYPE1
			3/2/2022		disturbing class/vulgar language					
			3/3/2022		leave class without permission					

- ❖ Both images are examples of how a Duplicate can occur within the system.
 - ❖ In the above image, what is in yellow was never completed but the student number is the same. So it cannot differentiate if these are two separate occasions and this needs to be fixed.
 - ❖ In the below image, the student number, date of offense and incident time are all the same showing a clear repeat report . In this case, one of those reports needs to be logged under as Discipline-ExtraInfo instead of Discipline.

B	C	D	E	F	G	H	I	J
STUDENT_NUMBER	LASTFIRST	DOB	ENTRY_DATE	ENTRY_AUTHOR	SUBJECT	INCIDENT_NUMBER	DATE_OF_OFFENSE	INCIDENT_TIME
8056309			10/29/2021		Dress code	279100	11/4/2021	8:00 AM
8056309			11/2/2021		Dress Code	279101	11/4/2021	8:00 AM

Examples of Missing Information

G	H	I	J	K	L
SUBJECT	INCIDENT_NUMBER	DATE_OF_OFFENSE	INCIDENT_TIME	BULLYING	INCIDENT_TYPE1
Removal from class					
Tardy ASD assigned					
				1	0
disturbing class/vulgar language					
leave class without permission					

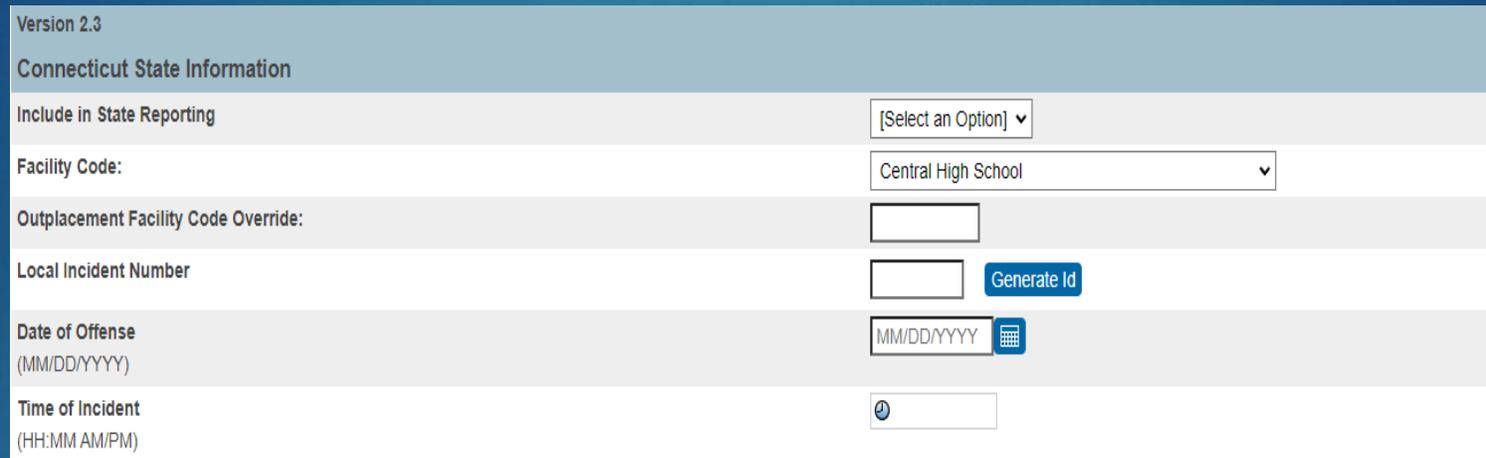
Yellow Highlight=
Missing Information

❖ In the above and below image are frequent information that is often missing from discipline logs. In order to have a correct and completed log, all the information highlighted and talk about throughout this PowerPoint NEED to be filled in.

X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
SANCTION_TYPE1	EDU_PROV	DAYS_SANCT1	DAYS_SERVED1	DAYS_CARRYOVER	SANCTION_TYPE2	EDU_PROV2	DAYS_SANCT2	DAYS_SERVED2	DAYS_CARRYOVER2	PARTY_REFERRING	CT_PARTY_TAKING_ACTION
1064	9998	1	1								
1010	1033	2	2	0							
1063	9998	3	3								
1001	1033	10	10	0							
1090	9998	0	0								
1010	1033	5	5	0							
1010	1033	10	10	0							
1064	9998	1	1	0							
1010	1033	1	1	0							

State Information: Part One

- Connecticut State Information is a section that will automatically pop up once the author puts Discipline as the Log Type.



The screenshot shows a form titled "Connecticut State Information" with the following fields and controls:

- Version 2.3** (header)
- Connecticut State Information** (title)
- Include in State Reporting**: A dropdown menu with "[Select an Option]" selected.
- Facility Code:**: A dropdown menu with "Central High School" selected.
- Outplacement Facility Code Override:**: An empty text input field.
- Local Incident Number**: An empty text input field next to a blue "Generate Id" button.
- Date of Offense** (MM/DD/YYYY): A date picker field with a calendar icon.
- Time of Incident** (HH:MM AM/PM): A time picker field with a clock icon.

- To correctly input this information, please refer to the following instructions:
 - Include in State Reporting: Should always be marked YES.
 - Local incident Number: Is required to be entered. Please click Generate ID to have the number show up.
 - When there is more than one student involved in the incident, you are to click on "Generate ID" for the first student you are entering and then use the same Id that is shown, for the rest of the students involved. This will prevent the incident from being viewed as several separate occurrences when it in fact only occur once. Please keep in mind that this is the only way to link more than one student in an incident since you cannot enter another students' information in the description box.
 - Date of Offense & Time of Incident: For these two sections, you are to **manually** put in the information as it is not auto-generated.
 - **Please watch for typos as this section of date and time are the most common errors for Discipline.**

State Information: Part Two

Incident Type - part 1	0000 - None
Weapon Involvement	0000 - None
Substance Involvement	0000 - None

- ❖ **Incident Type(PRIMARY):** Is required to be filled in, the drop down shows all the codes with a brief description on the side of each code.
 - ❖ An Incident can be described as; the event that took place. In other words, fighting.
- ❖ **Weapon Involvement:** This is required to be filled in if the Incident Type is weapon related.
- ❖ **Substance Involvement:** This is required to be filled in if the Incident Type is Drug, Tobacco, or Alcohol related.

State Information: Part Three

Victim - Other Student	No ▾
Victim - Certified Staff	No ▾
Victim - Substitute Teacher	No ▾
Victim - Other Staff	No ▾
Victim - Non-School	No ▾

- ❖ Each Incident Type that is reported **Must** have a victim identified.
 - ❖ For offenses involving more than one victim type, include all applicable types.
 - ❖ **If the incident is one where the student harms themselves or is causing a general and not directed disturbance, you would chose" Victim- Other Student".**

State Information: Part Four

Was the Student Referred to Law Enforcement? (School based)

No ▾

Was the Student Arrested? (School based)

No ▾

EXAMPLE: A student robs a convenience store on the weekend. A gun is present. On Monday the student is arrested. The LEA subsequently sanctions the student. How should this be reported?

- **Incident Type 3600** (School Policy Violation): Do not report the incident as a robbery. The school is sanctioning the student because of the arrest not because of the robbery itself.
- **School-Based Arrest = N:** The incident did not take place on school grounds or at a school sponsored activity
- **School Sponsored Event = N:** The incident was not at a school event
- **Weapon = blank:** Remember your LEA is sanctioning the student for the arrest, not the incident itself.

- ❖ When a student is referred for expulsion because of an arrest that happens outside of school, the incident should be entered as a School Policy Violation and follow the example above.

State Information: Part Five

Location of Offense	<input type="text"/>
Bullying Flag	No <input type="text"/>
School Sponsored Activity	No <input type="text"/>

- ❖ **Location of Offense:** Is required to be entered. Please use the drop down option to see the options that are acceptable to use.
- ❖ **School Sponsored Activity:** will be marked as yes unless the incident that occurred, did not happen on School Grounds.
For example: Incident occurred on the weekend at a playground.

****For Bullying Flag, please proceed to the next slide to view what to do****

Bullying Flag

Bullying Flag

No

- ❖ **Bullying Flag:** Please reference the table on the right to ensure you are placing the correct answering for a Bullying Offense.
- ❖ If you select, “Yes – Non-Protected Class” be sure that the instances falls within these classes: *Education Level, Economic Class, Social Membership, Illegal or Undocumented Aliens, and/ or People with Criminal Records.*

TABLE K: Bullying

Code	Response	Description
01	No	This is not a bullying incident
02	Yes – Protected Class	This is a bullying incident based on one of the following protected classes: Race, Color, Religion, Ancestry, National origin, Gender, Sexual orientation, Gender identity or expression, Mental/Physical /developmental/sensory disability, or the victim is associated with a group with one of these characteristics
03	Yes – Non-Protected Class	This is a bullying incident no based on one of the protected classes listed above.

NOTE: Socioeconomic status, academic status, and physical appearance are not protected classes.

Harassment or Bullying - Protected Class	
Sex	<input type="checkbox"/>
Race, color or national origin	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>
Religion	<input type="checkbox"/>

- ❖ This is the last part of the report and it reflects back to the bullying flag if you clicked “Yes- Protect Class”.
 - ❖ Here is where you pick which class or classes were affected in the incident.

State Information: Part Six

- **Education Provided:** Is required to be filled in. In most cases, it will be “No Education Provided”, but if the student received OSS as the Sanction then the student would be completing school work at home.

Sanction Type will be explained in the next slide.

Education Provided (part 1)	9998 - No education provided
Sanction Type (part 1)	1090 - No Sanction Provided
# of Days Sanctioned (part 1) (0.00 - 220.00)	<input type="text"/>
# of Days Served (part 1) (0.00 - 220.00)	<input type="text"/>
# of Days to Carryover (part 1) (0.00 - 220.00)	<input type="text"/> (Blank is a valid value)

- **Number of Days Sanctioned:** Is required to be filled in with the number of days the sanction requires.
- **Number of Days Served:** Is required to be filled in with the number of days sanctioned that have been served.
- **Number of Days to Carryover:** Should be **ZERO** unless the student is expelled or has a sanction that will cross into the next school year.

The Number of Days Served or the Number of Days to Carryover should not be a higher number than the Number of Days Sanctioned, this is a common error that shows up.

Sanction Type

Sanction Type (part 1)

1090 - No Sanction Provided

- ❖ Sanction Type: Is described as the consequence for the incident that took place.
 - ❖ **Please remember that “Removal From Class” that extends past 90 minutes, is considered an ISS and needs to be sanction as such.**

TABLE F: Sanction Type		
Code	Sanction/Discipline	Description
Expulsion and Suspension		
1000	Expulsion	The student was expelled from his or her regular school setting. Any educational services provided must be indicated in the Education Provided field.
1001	Suspended Out-of-School Pending Expulsion Hearing	This code must be updated after the expulsion hearing outcome. Your LEA will be unable to certify the ED166 until this code is updated.
1002	Expulsion Reinstated	A previously expelled student violated probation and the expulsion was reinstated.
1005	Suspended Out-of-School Pending Investigation	This code should be used when there is cause to immediately remove a student from the classroom until an investigation of an alleged incident is complete.
1010	Out-of-School Suspension	The student is removed from his or her regular classroom/classes and banned from school grounds for a specific length of time. Any educational services provided must be indicated in the Education Provided field.
1020	In-School Suspension	The student is removed from his or her regular classroom/classes and assigned to an in-school suspension program.
Bus Sanction		
1030	Bus - Suspension	The student is prohibited from riding on the school bus for a specific length of time.
1035	Bus – Assigned seating	The student is assigned to a specific seat for a length of time.
1036	Bus - Change	The student is assigned to an alternate bus.

Detention		
1060	Detention - Saturday	As defined by LEA policy.
1062	Detention - Office	As defined by LEA policy.
1063	Detention - Lunch	As defined by LEA policy.
1064	Detention – After School	As defined by LEA policy.

More Sanction Types

Counseling or Professional Assistance		
1050	Counseling Mandated	As mandated by Party Taking Action.
1051	Drug Rehabilitation	As mandated by Party Taking Action.
1052	Substance Abuse Counseling	As mandated by Party Taking Action.
1053	Conflict Resolution/Anger Management	As mandated by Party Taking Action.
1054	Behavior Intervention	A strategy that can help to replace problem behaviors with positive ones.
1055	Mediation	As mandated by Party Taking Action.
1056	Smoking Cessation Program	Requires reporting the number of days in the program.
1011	Psychiatric Review	For a General Education student if student has not already been referred, a Child Find PPT should be scheduled. For a Special Education Student, this review may include the development of a Safety Plan.
Restitution and Community Service		
1040	Community Service	The student is assigned to perform community service such as cleaning up litter, etc.
1065	Removal from Class	A student may be removed from class for up to 90 minutes. By law (C.G.S. Sec. 10-233a (b)), removal from class for a length of 90 minutes or more is considered an in-school suspension.
1069	Clean-up	The student is assigned "in-house" cleanup such as the cafeteria, art room, etc.
1066	Loss of Privileges	The student is prohibited from specified privileges such as recess, field trips, etc.
1077	Restitution Required	As defined by LEA policy.
1078	Restorative Justice	Collaborated with those who have a legitimate stake in the incident, including the victim(s), offender(s), community members to right the wrong based on accountability, community safety and competency development.
Conferences, Contracts and Written Work		
1070	Conference - Student	As defined by LEA policy.
1071	Conference - Student and Parent/Guardian	As defined by LEA policy.
1072	Conference - Teacher	As defined by LEA policy.
1075	Office Referral	As defined by LEA policy.
1076	Parent Contacted	As defined by LEA policy.
1074	Written Agreement/Contract	Between student, administrator and or teachers and or parents
1067	Grade Point Penalty	As defined by LEA policy.
1068	Writing Assignment	May include a written apology.

Other		
1073	Probation	Stipulations for specified period of time. No class time is missed.
1080	Outplaced	Student is assigned to an approved special-education facility or vocational facility.
1061	Warning Only	This can be either a written warning or an in person conference.
1090	No Sanction	No sanction provided.

State Information: Part Five

Incident Type - part 2	<input type="text"/>
Education Provided (part 2)	<input type="text"/>
Sanction Type (part 2)	<input type="text"/>
# of Days Sanctioned (part 2) (0.00 - 220.00)	<input type="text"/>
# of Days Served (part 2) (0.00 - 220.00)	<input type="text"/>
# of Days to Carryover (part 2) (0.00 - 220.00)	<input type="text"/> (Blank is a valid value)

- **Incident Type – Part 2:** This is conditional. Not required to be filled in, unless the student committed 2 offenses within the same incident.
- **Education Provided- Part 2:** Required to be filled in only if this is a Sanction Type – Part 2.
- **Sanction Type- Part 2:** This is independent from Incident Type- Part 2. It can be used if a student's sanction has been elevated.
For example, a student received 3 days of ISS for an incident, skips the ISS and it gets changed to 3 days OSS, in that case the Sanction Type (Part 1) would be ISS, the Sanction Type (Part 2) would be OSS.
- **Number of Days Sanctioned:** If Sanction Type – Part 2 is filled in, then this is required to be filled in as well.
- **Number of Days Served:** If Sanction Type – Part 2 is filled in, then this is required to be filled in as well.
- **Number of Days to Carryover:** If Sanction Type – Part 2 is filled in, then this is required to be filled in as well.

Data Management's Breakdown for Incident & Sanctions

<i>Break Down to Understand the Only Types of Matches That Can Occur</i>				
	Incident Type 1	Incident Type 2	Sanction Type 1	Sanction Type 2
2 Incidents 1 Sanction	X	X	X	
	Incident Type 1	Incident Type 2	Sanction Type 1	Sanction Type 2
1 Incidents 2 Sanction	X		X	X
	Incident Type 1	Incident Type 2	Sanction Type 1	Sanction Type 2
1 Incidents 1 Sanction	X		X	
	Incident Type 1	Incident Type 2	Sanction Type 1	Sanction Type 2
2 Incidents 2 Sanction	X	X	X	X

- ❖ If there is an instance where there are more than two incidents that occurred and more than 2 sanctions that can be given. Please pick the two most important and appropriate ones to go in the report.

State's Breakdown for Incidents & Sanctions

EXAMPLE: →	A student was in a physical altercation (1710) and received 2 days OSS.	A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS for fighting and 1 day OSS for the obscene gesture.	A student was in a physical altercation (1710) . The student received 1 day ISS and 3 days OSS.	A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS for fighting and 1 day ISS for the obscene gesture.	A 10:00 a.m. a student was in a physical altercation (1710), and received 2 days OSS. At 2:00 p.m. the student made an obscene gesture (3621) and received 1 day OSS.
ED166 Fields: ↓					
Incident Type - Part 1:	1710	1710	1710	1710	1710
Incident Type - Part 2:		3621		3631	
Sanction Type- Part 1:	1010 (OSS)	1010 (OSS)	1020 (ISS)	1020 (ISS)	1010 (OSS)
# of Days Sanctioned (Sanction Type - Part 1):	2	3	1	1	2
Sanction Type - Part 2:			1010 (OSS)	1010 (OSS)	
# of Days Sanctioned (Sanction Type - Part 2):			3	2	
Note:		The Primary Sanction is not tied to Incident Type - Part 1 and the Secondary Sanction is not tied to Incident Type - Part 2 field. Since the same type of sanction was given for both incident types the days are added together.	You do not need to have two Incident Types to use both Sanction fields.	The Primary Sanction is not tied to Incident Type - Part 1 and the Secondary Sanction is not tied to Incident Type - Part 2 field. It does not matter what order the incidents and sanctions are listed in.	When two incidents take place on the same day but at different times, they should be recorded as separate incidents. The time of incident must be included since both incidents occurred on the same day. The example above illustrates only the 10:00 a.m. incident.

State Information: Part Six



Referring Party	<input type="text"/>
Party Taking Action	<input type="text"/>
Incident Tracking Number (ITN)	<input type="text"/>

- **Referring Party:** Required to be filled out. *Common error that this is left blank.*
 - Please see slide 15.
- **Party Taking Action:** Required to be filled out. *Common error that this is left blank.*
 - Please see slide 16.

**Please refer to the next slide to view the appropriate parties that can be placed in each section depending on the Incidents. **

- **Incident Tracking Number (ITN):** Do not touch. This portion is for the State to assign.

Referring Party

TABLE J: Referring Party		
Code	Person/Party	Additional Information
01	Superintendent	School administrator
02	Principal/Headmaster	
03	Dean of Students	
04	Vice Principal/Associate Principal	
05	Discipline Officer	
06	Board of Education	Local or regional Board of Education (BOE)
07	Impartial Hearing Officer or Board	Specially appointed by the BOE
08	Special Education Hearing Officer	
09	Manifestation Meeting	
10	Teacher	
11	Behavior Manager	
12	Bus Driver	
13	Cafeteria Worker	
14	Custodian	
15	Guidance Counselor	
16	Intern	
17	Nurse	
18	Office Worker	
19	Paraprofessional	
20	Security	
21	Substitute Teacher	
22	Student	
23	School Psychologist	
24	Social Worker	
25	Parent or Guardian	
26	Police Officer	
27	Athletic Director/Coach	
28	Anonymous Tip	
29	Other professional education staff	

Party Taking Action

TABLE H: Party Taking Action		
Code	Person / Party	Additional Information
01	Superintendent	This party is classified as a school administrator.*
02	Principal/Headmaster	
03	Dean of Students	
04	Vice Principal/Associate Principal	
05	Discipline Officer	
06	Board of Education	Local or regional Board of Education
07	Impartial Hearing Officer or Board	Specially appointed by the BOE
08	Special Education Hearing Officer	Specially appointed by BOE
09	Manifestation Meeting	Per IDEA regulations
10	Teacher	
11	Behavior Manager	
12	Housemaster	
13	Athletic Director/Coach	
15	Guidance Counselor	
*Note: A school administrator cannot expel a student.		

❖ The Office of The Assistant Superintendent is the only office that handles expulsions as shown below.

07	Impartial Hearing Officer or Board	Specially appointed by the BOE
----	------------------------------------	--------------------------------